



DEPARTMENT OF THE NAVY
U. S. NAVY PERSONNEL SUPPORT ACTIVITY DETACHMENT

PSC 480
FPO AP 96370-1700

IN REPLY REFER TO:

PERSUPPDETOKIINST 1750.1F CH-1

00A

11 MAY 1998

PERSUPP DET OKINAWA INSTRUCTION 1750.1F CHANGE TRANSMITTAL 1

Subj: IDENTIFICATION (ID) CARDS FOR MEMBERS OF THE UNIFORMED SERVICES, THEIR FAMILY MEMBERS AND OTHER ELIGIBLE PERSONS

1. Purpose. To transmit changes to the basic instruction.

2. Action. Make the following pen and ink changes:

- Throughout replace "Customer Service Desk" with "Customer Help Desk" where it appears.

- Page 3, paragraph 5d subparagraph (1)(a), replace "Navy Family Allowance Activity (NAVFAMALWACT)" with "Defense Finance and Accounting Service (DFAS)".

- Page 3, paragraph 5d subparagraph (1)(e), replace "NAVFAMALWACT" with "DFAS - Cleveland".

- Page 3, paragraph 5d subparagraph (1)(i), replace "picture ID" with "pictured ID/passport".

- Page 4, paragraph 6a subparagraphs (2) and (4), add "copy of" in front of the word "frocking".

- Page 5, paragraph 7, replace "an Audit Trail Listing" with "a Rapids ID Card Audit Trail Report".

3. Cancellation. When action has been completed.


M. O. MCCREA

Distribution: (PERSUPPDETOKIINST 5215.1H)
Lists III and IV

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DEPARTMENT OF THE NAVY
U. S. NAVY PERSONNEL SUPPORT ACTIVITY DETACHMENT
PSC 480
FPO AP 96370-1700

IN REPLY REFER TO:

“MASTER FILE”

PERSUPPDETOKIINST 1750.1F

20 FEB 1997

PERSUPP DET OKINAWA INSTRUCTION 1750.1F

Subj: IDENTIFICATION (ID) CARDS FOR MEMBERS OF THE UNIFORMED SERVICES, THEIR FAMILY MEMBERS AND OTHER ELIGIBLE PERSONS

Ref: (a) MILPERSMAN 4620150
(b) BUPERSINST 1750.10
(c) PERSUPPACTFEINST 5400.1

Encl: (1) Sample Application Form (DD Form 1172)

1. Purpose. To promulgate procedures for internal control and issuance of Armed Forces Identification Cards, DD Form 2N (Active), DD Form 2N (Reserve), DD Form 2 (Retired), DD Form 1173 (Dependent) and DD Form 1934 (Geneva Convention).

2. Cancellation. PERSUPPDETOKIINST 1750.1E

3. Background. Bearers of ID cards have access to significant benefits and privileges. In order to mitigate fraud, waste, and abuse, sound procedures are necessary to ensure only authorized access to this instrument.

4. Implementation. Issuance of the following documents will be in accordance with reference (a) and the procedures set forth below.

a. Applications for any type of ID card must be processed as expeditiously as possible contingent upon accurate and complete verification of eligibility from available records.

b. Strict security and accountability must be maintained in safeguarding the ID cards against unauthorized persons.

c. The subcustody of all ID cards is restricted to supervisors having knowledge of the policies contained in this instruction and governing directives, and must be specifically authorized by the Officer in Charge.

5. Procedures. Issuance of the following documents will be in accordance with references (a) through (c) and the procedures set forth below.

a. Identification Cards (Active)

(1) Eligibility. Personnel who are on active duty or ACDUTRA for more than 30 days.

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(2) Verification. Customer Service desk reviews and updates member's information in DEERS and completes the enclosure (1) ← application form. In the event of lost or stolen ID card:

(a) The member is required to submit a request chit via the chain of command for reissue of new ID card.

(b) The member must report the incident to member's security section or to the Base Security Department.

(c) Customer Service verifies request chit, then initiates ID card application per reference (a). For stolen and lost ID cards, a copy of security report is required.

(3) Expiration. For enlisted members, enter the date of Expiration of Active Obligated Service (EAOS) or active duty service commitment. For officers who do not have an active duty expiration date, enter "INDEFINITE." In the case of Midshipmen, enter the expected date of graduation.

b. Identification Cards (Reserve).

(1) Eligibility. Members who are released from active duty, enlisted in the Naval Reserve and are scheduled to attend an initial period of active duty for training and subsequent return to inactive duty to drill, Naval Reserve 4X10. It also may be issued upon application to members of the U.S. Naval Reserve in categories of Ready, Standby, or Retired Reserve (retired without pay).

(2) Verification. Customer Service reviews the information contained on DD Form 214 and in DEERS and completes application form, issuing the Reserve ID card.

(3) Expiration. For members of the Ready or Standby Reserve, enter date of expiration of obligated service (six years) or the date of expiration of term of service. For members of the Retired Reserve (retired without pay), enter "INDEFINITE."

c. Identification Cards (Retired)

(1) Eligibility. Member of the U.S. Navy and Naval Reserve who are entitled to retired pay, including those on the Temporary Disability Retired List (TDRL), and members of the Fleet Reserve entitled to retainer pay.

(2) Verification. Customer Service reviews DD Form 214, retirement orders or proof of eligibility and updates members information in DEERS, before issuing the ID (Retired). Proof of eligibility will be required to replace lost, mutilated, worn-out or incorrect cards. The ID card may be issued to show a change in

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card's expiration date, or to change data that makes the card questionable as a means of identification.

(3) Expiration. Enter "INDEFINITE" or thirty months from date placed on the TDRL for initial issue. After the initial 30 months issuance period, reissue card for 30 months.

d. Identification Cards (Dependents)

(1) Eligibility. Dependents of active duty members who are identified as such and are to receive the benefits and privileges administered by the armed services. Eligible family members of U.S. military sponsors are as follows:

(a) Spouses, including common law spouses for whom Navy Family Allowance Activity (NAVFAMALWACT), Cleveland, OH, determination has been obtained and separated spouses.

(b) Unmarried children who are between the ages of 10 and 21 or full time college students up to their 23rd birthday, incapacitated children regardless of age and children under 10 years of age who live with a guardian, divorced parent or someone eligible for military privileges.

(c) Children under the age of 21 years who were married, but whose marriage ended through death, divorce or annulment may regain their eligibility.

(d) Stepchildren and illegitimate children of a male sponsor whose paternity has been judicially determined or who are living in the sponsor's household.

(e) Parents, parents-in-law, step-parents, step-parents-in-law, adoptive parents and adoptive parents-in-law, provided a dependency determination is made by the Director, NAVFAMALWACT.

(f) Surviving dependents of members who died while on active duty under orders that specified a period of more than 30 days or members who died while in a retired with pay status.

(g) Former members who attain age 60 and are eligible for retired pay.

(h) Surviving dependents of former members who attained age 60 and were eligible for retired pay.

(i) For lost or stolen ID card, a copy of security report and another picture ID are required.

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(2) Verification. Before issuing ID cards, customer service personnel will review and verify dependent's eligibility through DEERS and if member's dependents are not listed in DEERS, they will review member's service record and cite source of verification in the remarks section of the application. If the dependent's sponsor is not present to sign the application, the verifying officer will sign the DD Form 1172 and cite reference (b) as authority or it must be notarized and sealed by proper legal authority.

(3) Expiration. Four years from the date of issue or sponsor EAOS, whichever comes first.

e. Identification Cards (DD Form 1934)

(1) Eligibility. DD Form 1934 shall be issued in addition to ID card (Active) to medical and religious personnel and auxiliary medical personnel.

(2) Verification. Verification will be accomplished in the same manner as for Active ID cards.

6. Renewal

a. The ID card (Active) is renewed under the following conditions:

(1) Expired ID card. The Customer Service desk verifies member in DEERS, prepares the application form per enclosure (1) and issues ID card.

(2) Advancement. The member presents frocking/appointment letter to the customer service desk who then updates member's information in DEERS and issues ID card.

(3) Lost/Stolen/Mutilated. Member presents old ID card and/or approved special request chit and incident report/security report in the case of lost and stolen ID cards to customer service for issuance of new card.

(4) Reenlistment. Member presents reenlistment document to customer service for issuance of new card.

b. The ID card (Dependent) is renewed in the same manner as the ID card (Active) using the enclosure (1) application form when:

(1) The member gets married (initial issue).

(2) A child reaches 10 years of age (initial issue).

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(3) In the event of parents' divorce and children are in the custody of a person other than the member.

(4) Card is lost, stolen or mutilated.

(5) Sponsor is advanced or reduced in rate. Member must accompany the dependents when applying for dependent ID card to verify the accuracy of the NAVPERS 1070/602 Dependency/Record of Emergency Data (Page 2) in service record.

7. Issuance and Control of Active/Dependent Automated ID Cards.

Automated ID cards will be issued to all eligible personnel using procedures listed in paragraph 4 above. Since automated ID cards do not have any identification numbers listed on the card, a logbook is not required to be maintained. Instead, every day at close of business, the Super Verifying Officer (SVO) will print an Audit Trail Listing of all ID cards issued through the automated RAPIDS ID card system for that day. The SVO will inventory the remaining blank active/dependent ID cards in his possession and document those numbers on the Audit Trail Listing, thus documenting a running balance of blank automated card stock.

8. Issuance and control of DD Forms

a. DD Form ID cards will be issued to all eligible personnel using procedures listed in paragraph 4 above when the use of automated ID cards is not possible due to technical difficulties.

b. A logbook for each separate form of ID card issued will be maintained for a period of five years in strict compliance with all existing directives. Daily transactions must be recorded in a timely and accurate manner with security and control maintained at all times. Upon issuance of bulk ID cards, a sight inspection of the particular logbook will be made by the division head to ensure ID numbers are sequentially issued. No more than 25 (or a reasonable amount) of each ID card shall be issued by the bulk custodian for daily use by detachment personnel.

c. All numbered ID cards must be issued sequentially and properly recorded in logbooks specifically maintained for this purpose and containing the information shown in enclosure (1).

d. All automated ID card forms must be accounted for daily by comparing the stock remaining at the end of each work day with the balance from the previous day's audit trail listing and the stock shown remaining on the current listing. Logbook entries are not required but the SVO will run a daily audit trail listing for accountability purposes.

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e. Photos required for ID cards must be taken and processed by personnel trained to operate the photographic/RAPIDS equipment.

f. An inventory of all ID cards and verification of all logbooks will be made monthly and reported to the Officer in Charge. A verification statement will be recorded each month in the logbook after the last entry for the month.

g. An inventory will be conducted upon turnover of Customer Service supervisor due to an internal or PCS transfer. A semi-annual, unannounced audit will be conducted by the MILPERS Director.



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